

**Arizona Statewide Interoperability Executive Committee  
Summary of Minutes  
January 23, 2007**

**Voting Members Present:**

Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)  
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)  
Ken Leighton-Boster, Chief, Arizona Department of Health Services  
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety

**Voting Members Absent:**

Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works

**PSCC Support Office Attendees:**

Curt Knight, Executive Director, Public Safety Communications Commission  
Jeff Miner, Project Manager, Public Safety Communications Commission  
Wayne Kincheloe, Engineer II, Public Safety Communications Commission  
Holly Burkenbine, Administrative Services Officer, Public Safety Communications Commission  
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

**Call to Order, Introductions and Roll Call**

The meeting was called to order at 10:10 a.m. by Co-Chair Paul Wilson. Mr. Pete Weaver was unable to attend this meeting.

**Approval of Minutes from July 11, 2006**

Co-Chair Wilson asked for a motion to approve July 11, 2006 minutes. Motion was made by Co-Chair Mark Venuti to approve minutes as submitted and seconded by Mr. Scott Tillman. Motion carried unanimously.

**General Business**

Memorandum of Understanding (MOU)

Ms. Holly Burkenbine reported a total of 41 agencies have executed a Memorandum of Understanding (MOU) to participate in the usage of our mutual aid channels. Mr. Curt Knight stated we would regularly update our list of participating agencies on the PSCC website. To date, agencies/organizations participating include:

- 13 law enforcement
- 9 fire service
- 3 emergency medical services
- 9 state governments
- 2 federal
- 1 non-governmental, and
- 1 agency each from emergency management, public works and transportation, public health, and public safety.

### Legislative/Budget Update

Mr. Knight reported on the PSCC budget request to the Governor's Office and the Legislature for FY 2008. Still in the early stages of review, the Office of Strategic Planning & Budgeting (OSPB) and the Joint Legislative Budget Committee (JLBC) have agreed on the \$2.2 million to complete the detailed design.

Mr. Knight reported a query was received from the Governor's Office of what steps could be taken to speed up the completion of the conceptual design and demonstration project. Mr. Knight responded back to the Governor's Office with some thoughts on how to expedite the project completion process.

### PSCC Newsletter

Mr. Knight advised Mr. Jim Jertson, Publications Editor, has now published the November 2006 and January 2007 issues of *Transmit* (PSCC newsletter). The newsletter is not intended to be a lengthy document, will try and keep to 4-6 pages long. If you have ideas for future articles, you may contact Mr. Jertson, Mr. Knight and/or Ms. Evelyn Jablonski. The newsletters can be found on the PSCC/SIEC website.

### PSCC Conceptual Design and Schedule

Co-Chair Wilson requested an update on the status of the PSCC conceptual design by Federal Engineering. Mr. Knight advised the current status is for Federal Engineering to provide PSCC with a conceptual design for publication in the June/July time frame. Immediately following PSCC hopes to begin discussing the procurement process for deployment of a demonstration project. The specifics (location, size, etc.) of the demonstration project are yet to be determined.

### **Operational Work Group Co-Chairs**

Co-Chair Wilson requested volunteers and/or recommendations of individuals from the audience interested in the two co-chair duties for the Operational Work Group which are vacant at this time. It was requested representation from both the law and fire disciplines would be favorable but not necessary. The PSCC Support Office is beneficial in bringing the group together for discussion, coordination of meetings and providing staff support as needed.

Mr. Karl Hartmetz, Communications Director, La Paz County Sheriff's Department volunteered to be one of the co-chairs. Mr. Knight stated Mr. Mike Brashier, Captain, City of Casa Grande Fire Department had expressed an interest and had participated in prior work group activities. SIEC Co-Chair Wilson suggested a phone call be made to Captain Brashier to see if he was interested in serving as a co-chair. Co-Chair Venuti will follow up with a call. Co-Chair Wilson expressed his thanks to Mr. Hartmetz for volunteering to serve as a co-chair and asked him for his contact information. No other volunteers or recommendations were expressed at the meeting.

Co-Chair Wilson suggested once the co-chairs were in place the next order of business would be to coordinate a meeting between the Technical and Operational Work Groups to coordinate some of the work needing to be accomplished by these groups.

## **Arizona Department of Public Safety, Wireless Systems Bureau**

Co-Chair Wilson expressed his congratulations to Mr. Kevin Rogers upon his promotion to Manager of the Wireless Systems Bureau (WSB).

Mr. Rogers reported nine Arizona Emergency Radio System (AERS) installations were completed in the last quarter: Piney Hill, Willow Beach, Keystone, Squaw Peak, Signal Peak, Christmas Tree, Mt. Lemmon, Holbrook and Juniper Mountain. This brings the total deployed sites to 28. Additional installations are pending due to initial funding being exhausted. The Wireless Systems Bureau is working with Mr. Mark Howard from Division of Emergency Management to resolve funding issues.

Mr. Rogers stated when the AERS project started it was decided to take the VHF stations and make them a repeater so the major part of the suite included the VHF, UHF and 800 repeat. As these suites have been installed, the VHF has become staggered. Example: All Coconino County is VHF simplex with CTCSS tone. Cochise County area is simplex carrier squelch. Other sites have been installed in repeater function which has caused some confusion and interference between the stations.

Mr. Rogers indicated on May 1, 2007, the VHF components on the AERS suites will be standardized to the repeat duplex mode with the proper CTCSS tones depending on the region.

## **Operational Work Group Report**

### **Standard Naming Conventions for Public Safety Mutual Aid Channels**

Mr. Knight briefed the SIEC on the discussion of a standard naming convention which took place at the July SIEC meeting and the history of the Interagency Radio System (IARS) to the Arizona Emergency Radio System (AERS) name and up to this point. Mr. Knight reported his desire for today's meeting was for the SIEC to discuss, debate and approve a standardized name for the Arizona Emergency Radio System (AERS) and some other issues.

In November, Mr. Knight reported a meeting was coordinated by the PSCC Support Office with people from the Operational Work Group to discuss how to best name the Arizona Emergency Radio System (AERS) to make it more field-user friendly. The National Coordination Committee's (NCC) recommended standard on how to name mutual aid channels with no more than seven characters was also reviewed and discussed but viewed as not user friendly. The other discussion which took place was "How do you name the repeated versus talkaround or the simplex mode of all these repeaters?"

It was discussed at this meeting that "Emergency" in the Arizona Emergency Radio System name needed some clarification as the use of these channels are not intended for emergency use only but more as an interagency use. After further discussion, the "Interagency" versus "Emergency" name might have a more field-user acceptance for day-to-day mutual aid operations and not just an emergency use. As a result, the name proposed was Arizona Interagency Radio System (AIRS) rather than Arizona Emergency Radio System (AERS). Mr. Knight suggested the direct name should not mimic the repeated mode.

Mr. Knight advised the November meeting did not address naming standards for the direct mode nor the VHF tactical narrowband channels which are a secondary piece to the AERS suites. These issues were recognized as still needing attention.

Mr. Knight suggested the following recommendations be made: 1) if VHF AIRS is used in a simplex mode, it should be named VHF AIRS in the direct mode, and the same for UHF and 800. Hopefully this will limit user confusion by putting "Arizona" in front of Interagency Radio System.

Discussions are still taking place with the Arizona Regional Review Committee (ARRC) on renaming the 800 channels as this is an area of overlap in responsibility.

Co-Chair Wilson questioned how the 700 MHz eventually would fit into the AIRS suite since it is not currently included. He suggested naming conventions will need to be created for these channels now that the 700 MHz State Plan is approved. Mr. Knight advised we would probably have the latitude to expand upon AIRS if necessary.

Co-Chair Wilson complimented Mr. Knight on the work done toward the naming conventions of the mutual aid channels, making them user friendly, and the need to start somewhere. Mr. Knight directed the credit toward the participants of the Operational Work Group meeting held in November. Co-Chair Venuti questioned if these recommendations were unanimous and/or if any concerns arose with this naming convention for Arizona. Mr. Knight responded there did not seem to be any dissention.

Co-Chair Wilson asked for comments from the audience relative to the Arizona naming convention being proposed. Co-Chair Wilson questioned if there would be any conflicts with the fire service discipline in the utilization of these frequencies out of state. Captain Mike Worrell, Phoenix Fire Department, advised when they travel out of state they take a Communications Specialist with them. He indicated this individual would need to be trained on the differences between this naming convention versus the national convention so they utilize the correct channel. He also added out of state travel is usually for a federal response effort, using federal frequencies and interoperability frequencies are not typically used.

Co-Chair Wilson inquired about the capability of the Computer Assisted Pre-Coordination Resource and Database (CAPRAD) system being used to create a cross-reference. Mr. Knight advised they investigated the system briefly and he believes all SIEC's, regions and states are authorized to use the system as a cross reference but the PSCC has not as yet. The cross-reference purpose would be for communications leader(s) to determine what frequencies are being used if your assistance is needed on a national response level or for someone providing national assistance to another region.

Co-Chair Wilson questioned if the work group members included users from the 800 Regional Planning Committee. Mr. Knight responded no but they were not purposely excluded. Co-Chair

Wilson advised the 800 group is looking for guidance from the SIEC/PSCC body on their naming convention. Mr. Knight stated he would like to continue discussions with them and we need to encourage or suggest they participate.

Captain Greg Smith, Mohave County Sheriff's Office, stated there is a critical need today to establish a naming convention. He liked the idea of calling our naming convention the Arizona Interagency Radio System and with the 4-tier user criteria for the type of things we can use it for many of them are non-emergency. He indicated Mohave County has experienced great success with the use of this system among different agencies but the lack of a common name has caused a lot of confusion. Captain Smith emphasized the need for training of all users once the radios are reprogrammed. He encouraged the SIEC to adopt the naming convention today for the benefit and commonality of its use.

Mr. Mark Griffin, Chandler Police Department, recommended for the people going out of state, make it strictly a national convention because it would probably be the most recognized for whatever it is you are calling.

Co-Chair Venuti proposed a motion to adopt the standardized naming convention as presented. Co-Chair Wilson stated we also have a separate handout titled, Subscriber Programming Guide (Policy #07-005), revision 1 (audience not provided a copy). Co-Chair Wilson proposed versus adopting the bubble chart that they adopt the Policy #07-005 document which is more inclusive of all the channels. Mr. Knight clarified the reason he didn't distribute as a handout for the audience was in case there were changes to the document. For clarification, Co-Chair Wilson asked if the motion dictated any kind of minimum programming requirements, i.e., for a UHF radio would you need to program everyone of these UHF channels or if you're programming radios this is what you need to call it. Co-Chair Venuti clarified his motion with Policy #07-005; this is the standard naming convention if you're programming your radios. It was his thought that we didn't have the authority to tell someone they needed to program all these channels; however, it would be desired if they programmed the one for their region as well as their tactical channels. Mr. Ken Leighton-Boster seconded the motion. Motion carried unanimously. Mr. Tillman clarified the document being referenced was the "Subscriber Programming Guide – Arizona Mutual Aid and Interoperability Channels, Policy #07-005, dated January 23, 2007, revision 1.0." Mr. Knight agreed.

Co-Chair Wilson emphasized the Subscriber Programming Guide document, Policy #07-005, which was just approved includes the 800 MHz as well; however, with the caveat we are not in power to create those names. Co-Chair Wilson suggested the need now to take our action to the 800 Regional Planning Committee (RPC) and have them ratify this document and name it that way since we have no authority over those channels. Co-Chair Wilson suggested expediting this and having the policy posted on the PSCC website in addition to looking at the use of the CAPRAD tool to begin populating these names, information and cross references as well.

Mr. Tillman advised the 800 Regional Planning Committee (RPC) meets tomorrow, January 24. Co-Chair Wilson advised he would pass on this information to Mr. Larry Sayers the chairperson of the 800 Regional Planning Committee.



Mr. Carl Reitz, City of Peoria, questioned once we get the 800 MHz approval from the RPC how will a person know the 8AIRS1 is the old or new plan with the upcoming Nextel rebanding still pending. Co-Chair Wilson advised the new Subscriber Programming Guide has been revised to reflect new frequencies, bands, squelch tones, etc. Mr. Knight added there had been discussions of maintaining the two channels (old and new mutual aid channels) concurrently to ease the transition.

Mr. Knight brought two other documents to the attention of the SIEC which have also been revised, the VHF Minimum Equipment Standards - Policy #06-001, and UHF Minimum Equipment Standards - Policy #06-002. The language of both documents was modernized with the suggested programming removed at the bottom portion of both documents. Mr. Tillman motioned to adopt both Policy #06-001 and #06-002. Motion seconded by Mr. Leighton-Boster and was unanimously carried. Co-Chair Wilson advised the Subscriber Programming Guide, and VHF and UHF Minimum Equipment Standards documents would be placed on the PSCC website. No further discussion took place.

#### 700 MHz Interoperability State Plan

Mr. Knight advised the Arizona Region 3 statewide, general use plan for 700 MHz was approved several months ago authorizing us to license 700 MHz channels. A sharing agreement was also agreed upon by the State Department and the Federal Communications Commission (FCC) with their counterparts in Mexico. The SIEC now has the responsibility to put together the same type of plan for the interoperability portion of the 700 MHz spectrum, i.e., where/how is it used, how do you name it, who gets to use it, etc. Mr. Knight provided a multi-colored, 17-page marked up document with suggested structural elements of a statewide 700 MHz plan with NCC (National Coordination Committee)/NPSTC (National Public Safety Telecommunications Council) recommendations, FCC discussion and rulings, and PSCC Support Office thoughts and suggestions for developing our plan to the SIEC voting body. Mr. Knight presented the document as a starting point to go forward with the thought it be reviewed by the SIEC Voting Body and Technical Work Group and eventually the Operational Work Group.

#### Schedule Next Work Group Meeting

Co-Chair Wilson suggested conducting a meeting with the SIEC Voting Body, Technical and Operational Work Group co-chairs to participate in the review of the statewide 700 MHz plan. After some discussion, Mr. Knight reported the next proposed meeting of the SIEC Voting Body, Operational and Technical Work Group would be scheduled for Friday, February 16, 2007 for 10:00 am. Proposed location will be in Phoenix with exact location to be determined later and meeting coordination by the PSCC Support Office. Mr. Knight indicated based on the SIEC Voting Body participation we may need to recognize the open meeting posting notification.

#### **Date – Time – Location of Next Meeting**

The date, time and location of the next SIEC meeting:

April 24, 2007, 10:00 a.m.

Burton Barr Central Library

1221 North Central Avenue

Phoenix, Arizona

**Call to Public**

Mr. Jay Vargo, Pinal County, emphasized with the programming of radios it is our responsibility within our own regions to ensure we know who is monitoring these frequencies, the operational procedures for monitoring and call handling, and the knowledge of operational procedures by all those involved prior to an incident.

**Recommendations for Future Meeting**

After some brief comments, Co-Chair Wilson requested a discussion at the next meeting of substitute representation at the SIEC meetings for those unable to attend and having sufficient representation present for a quorum.

**Adjournment**

Co-Chair Wilson called for a motion to adjourn. Motion was made by Co-Chair Venuti and seconded by Mr. Ken Leighton-Boster. Motion carried unanimously. The meeting adjourned at 11:23 a.m.